



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: NURSE'S ASSISTANT 1*			Abbreviation: NURSE ASST 1
Class Code: 44511	OCC Code: 1	Analyst: EX	Effective Date: OCT 1, 1995

SUMMARY: Under immediate supervision, performs nurse assisting duties of routine difficulty in providing basic support to licensed health care providers; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the Nurse's Assistant sub-series. An employee in this class may be assigned to work days, evenings, nights, and/or weekends in an institution, clinic, or home providing basic support to licensed health care providers. This class differs from Nurse's Assistant 2 in that an incumbent of the latter functions at the working level and may perform laboratory control procedures.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Provides basic medical support to licensed health care providers: explains clinical and laboratory procedures to patients; questions patients for medical history and understanding of clinical procedures; takes vital signs; administers visual screening tests; obtains blood and urine specimens; prepares specimens for transport to an outside laboratory.
2. Ensures that patient units and assigned work areas are kept clean and that medical equipment and supplies are properly maintained: cleans work area, supplies, and equipment; completes order forms for needed medical supplies; places supplies in appropriate storage locations; visually inspects work area and equipment to identify any maintenance problems; reports any maintenance or safety problems to proper authority.
3. Performs clerical and related duties: maintains accurate, complete, and accessible patient records; files and locates medical records; operates basic office machinery (e.g., copier, computer, microfiche); answers and routes incoming phone calls.
4. May provide direct daily living care for residents: answers signal or call lights; bathes, dresses, and feeds residents; moves, lifts, or transfers residents; labels and inventories residents' personal items.
5. May provide a safe and secure environment for residents: adjusts heel and elbow protective devices; restrains residents; escorts residents to proper areas in the event of an emergency.



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MINIMUM QUALIFICATIONS

Education: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Qualifying experience in assisting individuals with their personal, habilitative, rehabilitative, or medical needs; medical records keeping; medical laboratory work; and/or office clerical work may substitute for the required education (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: A valid motor vehicle operator license may be required. Education equivalent to a high school diploma is required for certain positions.

EXAMINATION METHOD: Noncompetitive Selection for Career Service positions.